



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

7/9/14

Hope Thornburg  
2101 Ridgewood Ave  
Muscatine IA 52761

Dear Hope,

This letter is in regards to the 7/2/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)d Prescribed medicines are accompanied by doctors' or pharmacist's direction.

**Hope needs to place medication for M.F. in original container.**

☐ 110.5(1)d All medicines are in original containers with directions intact and labeled with child's name.

**Hope needs to place medication for M.F. in original container.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Hope needs to remove wicker chair that is broken; remove rings from swing chain; and store citronella bucket in inaccessible area.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Hope needs to show routes for tornado on the plans posted.**

☐ 110.5(1)r Wading pools are drained daily and are inaccessible to children when not in use.

**Hope will drain and cover wading pool on deck when not in use**

☐ 110.5(1)s If children use above ground or in-ground swimming pools:

☐ 110.5(1)s Written permission from the parents is on file.

**Hope needs to have separate written permission form on file for each child enrolled.**

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Please refer to 110.5(1)h.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need for A.K. Need date on form for L.T., R.M.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need for A.K. Need date on form for L.T., R.M.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need for A.K., S.F., M.F. Need date on form for L.T., R.M.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need physical for C.R.**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need school-aged health status form for L.T., R.M., S.F., M.F.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Need updated physicals for T.D.(4), T.D.(3), O.L.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need for A.K., S.F., M.F. Need date on form for L.T., R.M.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need for C.R., S.F., M.F.**

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**Need for R.M., S.F., M.F.**

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need for T.J.D., T.D.(4), T.D.(3), C.D., O.L., A.K., L.T., R.M., S.F., M.F.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 8/25/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **8/25/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

*MACHELLE PEZLEY*  
Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).